FermiWorks

Launching June 30

Fermiworks is a secure web-based human resource management service based on an application called Workday.

Why it's being implemented
FermiWorks will establish a new human resource management framework. A complete review of Fermilab's human resources business processes has been conducted. These business processes, now captured in FermiWorks, will be easier to use, more transparent and more accessible for everyone at Fermilab.

In addition, FermiWorks will reduce IT support costs, eliminate outdated equipment and provide the most current and supported technology. It will improve the way the laboratory administers and delivers key human resource services without the paper-driven, labor-intensive business processes used today.

Organizations worldwide, from educational institutions such as Georgetown and Brown University to government organizations such as the City of Orlando, use this application. In addition, many world-class organizations in healthcare, finance, manufacturing, retail and technology as well as other DOE labs, are Workday customers.

About FermiWorks

Everyone will use it

FermiWorks will help everyone in the Fermilab community—employees, managers, contractors, visitors, retirees and users—better manage their human resource-related information. Available from any computer with Internet access, you will be able to update your address, change a beneficiary, view compensation and benefit information and much more. If you are a manager, you will be able to view appropriate information about employees in your department(s).

How to get started

When FermiWorks launches on June 30, you will receive an email from fermiworks@fnal.gov that includes a secure link and a one-time password to sign in to FermiWorks. When you log in to FermiWorks for the first time, you will need to create a new FermiWorks password, which needs to be different than any other password used for other Fermilab accounts. Your login name will be the same as your Services account login name.

On the FermiWorks home page, you will notice there are icons called worklets. After logging in for the first time, select the Personal Information worklet and make sure your personal information, such as your name and address, is up-to-date and accurate. Check and update your emergency contact information if necessary. Instructions for updating your personal information is available on the FermiWorks website, fermiworks.fnal.gov.

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Processes moved to FermiWorks

Following are some of the processes that are currently paper-based that will be completed via FermiWorks. You will be able to view the status of these processes at any time, in real time:

• Job/compensation requests, updates, reviews and approvals
• Job requisitions with online approval chains including manager and HR review
• Benefits elections
• Leave of absence requests

	FermiWorks	PeopleSoft Employee Self Service	Fermilab Time & Labor
Personal Information			
Personal demographic information	▬		
Personal contact information	▬		
Emergency contacts	▬		
Benefits			
Benefits elections and summary	▬		
Dependents and beneficiaries	▬		
Payroll and compensation			
Job changes	▬		
Job and compensation details	▬		
View paycheck		▬	
Charitable deductions		▬	
Direct deposit		▬	
Full compensation history		▬	
W-4 tax information		▬	
Timekeeping			
Time and effort reporting			▬
Other			
Onboarding/offboarding	▬		
Rewards and recognition	▬		
Vacation & sick leave accruals/balances			▬

The chart above highlights frequently used processes and which applications to use.

• Employee onboarding and off-boarding processes
• User/visitor experiment assignments
• Foreign national tracking/foreign visits and assignment

Processes that will not immediately move to FermiWorks:
• Online pay stub
• Direct deposit
• Federal and state tax forms
• Vacation and sick leave requests and balances
• Remote access and telecommuting requests
• Outside employment form
• Vacation donation requests
• Long-term care enrollment
• Summer day-camp enrollment
• FRA Scholarship/U of C tuition remission program
• Tuition reimbursement
• Spot award program
• Performance reviews

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What you will see

For everyone

Once you log in to FermiWorks, you will see the FermiWorks home page with links called worklets to detailed processes and tasks. The Inbox provides alerts for actions to take or notifications related to human resources business processes. You will also be able to create Favorites for easy access to frequently used information, access and update your personal information, view and change your benefits elections, if appropriate, and complete performance reviews.

The All About Me page is a one-stop shop for all employee self-service and informational needs including emergency contacts, benefits information, name, address and much more. You can access it by clicking the Navigate link on the upper left-hand corner of your screen, then clicking All About Me.

Through the Directory Swirl option pictured to the right, you will be able to view organizations and drill down to the group or team level details.

For managers

Line managers will have access to the My Team homepage that contains worklets to help manage performance, staffing and view the status of human resources business processes. You also have access to dashboards for customized views of your department's information or business processes.

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Training and Support

All employees will have access to the following support options:
• FermiWorks website, fermiworks.fnal.gov, that includes step-by-step instructions, training videos and an "Ask a Question" form, which allows you to ask the FermiWorks rollout team questions directly.
• Fermilab Service Desk if you need help after go live.
• Ask Me About FermiWorks booth in the Wilson Hall Atrium, 11:30 a.m. - 1:30 p.m. on June 24, 25, 26 and 30 and July 1 and 2.

Manager training sessions

All managers are encouraged to attend one classroom training session to be held at the Training Center. Enrollment is now available on TRAIN.

Topics covered

• Intro to FermiWorks
• How to navigate
• How to create job requisition/promotion
• How to complete a job change
• How to request a one-time payment

Offered on the following days:
8:30 to 11:00 a.m.
June 17
June 18
June 19

Offered on the following days:
1 to 3:30 p.m.
June 17
June 18
June 19

Offered on the following days:
8:30 to 11:30 a.m.
July 8
July 9
July 10
July 11

Offered on the following days:
1 to 3:30 p.m.
July 8
July 9
July 10

FermiWorks website

You can visit the FermiWorks website, fermiworks.fnal.gov, for frequently asked questions, how-to documentation and videos, and to submit questions and provide feedback.

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Security and information access

Information a manager can see about their employees

Managers can see the following: job details, home contact information, compensation history, performance reviews and feedback, and career information. They cannot view items such as personal demographic information, benefits and retirement account information.

Information Fermilab employees can see about other Fermilab employees

Everyone at Fermilab with a FermiWorks account (employees, users and contractors) can view the following when logged in: office phone numbers, team members, management chain and organization information.


FermiWorks has been tested with other systems at the lab

To ensure that FermiWorks worked in the Fermilab environment, testing was conducted in two phases:

• End-to-end testing in early Spring used test cases developed to capture internal business processes from start to finish. The staff members who currently perform these business processes completed initial testing over a three-week period.

• User-acceptance testing assessed a multitude of day-to-day business scenarios to ensure that the application worked as intended. Employees and managers representing all laboratory organizations tested over several weeks.

Data in FermiWorks is secure

FermiWorks is based on Workday, which has been reviewed by the Fermilab Computer Security Board and regularly passes the most stringent security audits and certifications in the industry. Multiple production systems in state-of-the-art data centers are located across the country. Redundant, daily back ups of Fermilab data are stored at a secure offsite data center facility.

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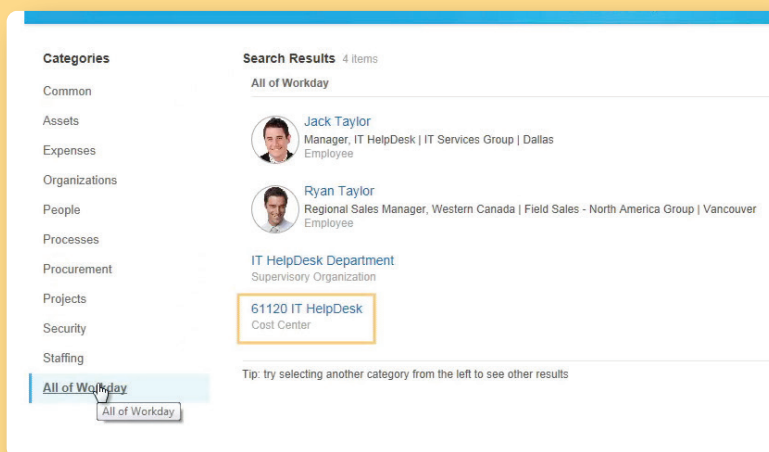
Future upgrades for FermiWorks
The FermiWorks vendor Workday delivers two updates each year. These regular updates ensure that Fermilab continually receives the most innovative features and enhancements to increase usability and functionality of the system. The next system update will occur this Fall. We will let you know what changes to expect via the FermiWorks website, fermiworks.fnal.gov.

Please visit the FermiWorks website, fermiworks.fnal.gov, for frequently asked questions, how-to documentation and videos, and to submit questions and provide feedback.